

STATE OF CALIFORNIA

STEVE WESTLY,  
California State Controller

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STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: May 19, 2004

CALATERS LETTER #04-003

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: NATALIE CLOHOSSEY, Project Manager  
California Automated Travel Expense Reimbursement System (CalATERS)

RE: CalATERS 2003-2004 FISCAL YEAR-END ACTIVITIES

This letter is to inform you of upcoming CalATERS year-end processing activities.

**Submission of Travel Advance and Expense Reimbursement Requests**

On June 18, 2004, at 5:00 PM, the CalATERS will temporarily stop the processing of approved travel advance and expense reimbursement forms to allow for year-end reconciliation.

CalATERS will resume processing of travel advance and expense reimbursement forms on July 1, 2004. Although CalATERS will be available for users to create forms, forms submitted and approved by the department's accounting office during June 21-30, 2004, will not be extracted for payment resulting in payment delays. Payment of those forms will be issued on July 9, 2004. Both CalATERS and Teale Data Center staff will be taking advantage of the time that CalATERS will be down to perform system maintenance and, thus, have as little impact as possible on the departments who use CalATERS. A broadcast message will be placed in CalATERS to remind users of this deadline.

If you have questions, please contact your department's CalATERS Help Desk and reference this CalATERS Letter. Thank you.